Curriculum Vitae



**Personal Details**

Finnish (EU) and Australian Citizen

Married with two teenage daughters

28.11.1968

**Profile**

A dynamic, skilled and qualified administrative professional with wide multicultural background. Enjoy working as a team as well as independently. Reliable self-starter who applies initiative to get the job done.

* Solid administrative skills, efficient and thorough working style
* Expert at multitasking and performing under pressure
* Goal-oriented and self-motivated with a strive for quality
* Excellent organizational and interpersonal skills with flexibility and experience required to adjust and prioritize
* Experienced in dealing with challenging situations
* Eager to learn and willing to seek out new responsibilities

**Professional Experience**

ADMINISTRAVITE ASSISTANT 2015 - 20160

Test Ltd United Kingdom

* Remotely managed all day-to-day administrative tasks of this import/wholesale company.
* Responsible for communication with manufacturers in China and freight forwarders in the UK as well as handling customer enquiries.

FAMILY RELOCATIONS 2010 - 2014

Thailand/Australia

* Coordinated family’s Permanent Residency Visa application process ahead of immigration and relocation to Australia including finding accommodation and schooling.
* Managed an extensive renovation project on family property in Sydney including sourcing for material, obtaining quotations and supervising a team of tradesmen.
* Managed relocation to Switzerland.

CHAIRPERSON AND BOARDMEMBER 2008 - 2011

Testcomp - Finnish School of Bangkok Thailand

* Chaired monthly board-meetings and AGMs.
* Managed finances and was responsible for budgeting and applying for an annual grant issued by the Finnish Ministry of Education.
* Recruited teaching staff and managed all organizational tasks related to the school.
* Handled all school related issues as contact person for families, teachers and staff.

NEWSLETTER EDITOR 2006 - 2008

Baby - Bangkok Mother and Babies International Thailand

* Edited a monthly newsletter as well as scheduled printing and delivery.

SALES COORDINATOR 2002 - 2005

Test HK Ltd Hong Kong

* Responsible for sales order administration.
* Liaised between company head-office in Finland and sales agents in Taiwan and Philippines.
* Involved in setting up a new order management system and responsible for training co-workers in its use.
* Acted as Troubleshooter for all IT related issues.
* Created new procedures for simplifying office correspondence, archiving and record keeping.

CUSTOMER SERVICE SECRETARY 1996 - 2002

Testfair Finland

* Provided Personal Assistant services to Customer Service Director and administrative support to senior management team.
* Performed all aspects of office management tasks including reporting, correspondence and expense reporting.
* Responsible for international training, travel and accommodation arrangements for over 100 Service Engineers.
* Overtook various additional responsibilities when the department’s administrative headcount was reduced from four to one.

**Education**

Senior Secretarial Course 1991

London COLLEGE, London, UK

**IT-Skills**

Microsoft Office: Word, Excel, PowerPoint, Outlook and Internet

**Language Skills**

English - fluent spoken and written

Finnish - mother tongue

German - conversational

French - beginner

Swedish – conversational

**Interests**

Graduate Gemologist Diploma 2008

GEMOLOGICAL INSTITUTE OF AMERICA, Thailand Campus

Specialist knowledge in diamond, colored stones and pearls.